



**Vacancy Announcement 2015-06A –Electrician, Full Performance Level – 2 positions**

Ref: 2015-06

**Open to:** All Interested Candidates  
**Position:** Electrician  
**Opening date:** January 8, 2015  
**Closing date:** February 7, 2015  
**Work hours:** Full time

ALL ORDINARILY RESIDENT (OR) APPLICANTS (*See Appendix A*) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bishkek is seeking individuals for the position of Electrician in Facility Maintenance Office.

**Basic function of position**

Electrical Technician is employed to accomplish skilled maintenance, service and repair work of the complex electrical systems and its components throughout the Embassy Compound buildings, grounds and U.S. Government residential owned and leased properties. Work assignments include: Preventive Maintenance (PM) tasks, repair, troubleshooting of the electrical power distribution system, lighting systems, and their components, such as voltage regulators, transformers, switchgear, automatic transfer switches, uninterruptible power supply (UPS) systems. All equipment is operated on a 3-phase electrical power supply up to 10,000V. Employee is supervised by Supervisory Building Engineer. Stands 24/7/365 on-call duty.

Compound Electrical Equipment and Systems consists of (but not limited to): Electrical Power Control System, Power Monitoring System EATON, Electrical Power Distribution Systems, Automatic Voltage Regulators (AVR), Transformers, Switchgear, Automatic Transfer Switches (ATS), Emergency Power Generation (generators), Logic Controls, Uninterruptible Power Supply (UPS) Systems, Capacitor Banks, Power Monitoring System, Elevators. Fire Systems include: Fire Alarm and Fire Pump systems with all their electrical control components.

**Qualifications required**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** Required completion of vocational training from an accredited trade school or institute recognized as producing journeyman level technicians, with specialization in the field of electrical equipment and systems;  
Required completion of a course of study covering the principles of AC and DC electricity power and the application of electrical power;

**Experience:** Minimum of 3 (three) years broad experience in operation and maintenance of building electrical systems, lighting systems, and associated equipment in large, modern commercial or Government buildings. This includes prior working experience as an Electrician Technician working on medium/high voltage electrical systems and equipment.

**Languages:** English Level 1 (rudimentary) is required. Russian Level 3 (good working knowledge) (reading, speaking, and writing) is required. (*Language proficiency will be tested.*)

**Knowledge:** Working knowledge of electrical and general maintenance safety practices. The incumbent shall possess job knowledge to include general computer literacy, basic math and the ability to use measurement tools needed to lay out and cut shaped, threaded, and joined materials. Must have a very good technical understanding of major building electrical power and lighting systems and equipment. Incumbent must know the location and operating parameters of electrical / mechanical building systems that support the facility in order not to disrupt critical operations when performing maintenance and repairs. Knowledge of understanding technical documents, interpreting maintenance plans and technical literature is required and highly emphasized. Basic knowledge of U.S. building, electrical, mechanical, fire and life safety codes; building and trade standards.

**Skills and abilities:** The incumbent shall have the skills and abilities in the following areas:

- Diagnosing and repairing electrical power and lighting systems and components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs.
- Must be able to use tools of the trade in order to install, troubleshoot and repair building electrical power and lighting systems and work with the controls technicians on associated devices.
- Must have skills in comprehending electrical diagrams;
- Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes, indoors or outdoors to complete work assignments; communicate orally and in writing with co-workers, contractors and vendors to obtain and provide pertinent information.
- Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks.
- Must be organized.
- Basic computer literacy. (*This will be tested.*)
- Must have extensive working knowledge and experience working with low, medium and high voltage electrical systems (3 phase, up to 10,000V).
- Current certification to work above 1,000 V is required (facility systems go to up to 10,000V). (*This will be tested.*)
- Physical ability for lifting and carrying tools, equipment and parts up to 20 kg.
- Be available 24/7/365 for on-call duty.

### **Selection process**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **Additional selection criteria**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### **TO APPLY**

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174);  
**or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

#### **Submit application to**

Human Resources Office, U.S. Embassy Bishkek

Address: Prospect Mira, 171, Bishkek, Kyrgyz Republic

**Or e-mail: BishkekHR@state.gov**

#### **Point of contact**

Telephone: +996-312-551-241 (Ask telephone operator to transfer the call to the Human Resources Office.) Fax: +996-312-551-264

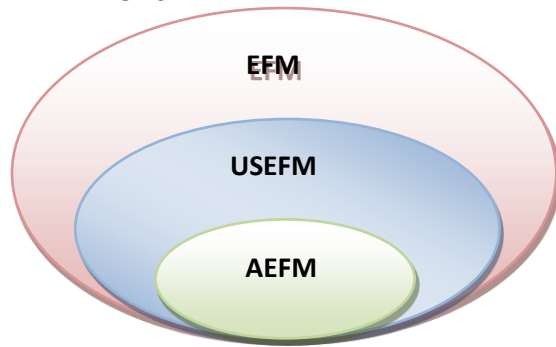
**Closing date for this position: Friday, February 7, 2015 by close of business at 17:00**

The U.S. Mission in Bishkek provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **Appendix A**

### **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. Citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is* listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of

- mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- Position Title
- Position Grade
- Vacancy Announcement Number (if known)
- Dates Available for Work
- First, Middle, & Last Names as well as any other names used
- Current Address, Day, Evening, and Cell phone numbers
- U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)

- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References